

## Hungry Horse County and Water Sewer District

2 pages

### Procedural Motion, 28 May 2020

Mr. President, I am Vivian Allen, Director of the Hungry Horse County Water and Sewer District and I move that the following procedures be adopted:

1. The right to participate in debate and vote on official District business is reserved to the Directors.

It is understood that the employees and personnel of the District and the public will possess helpful information and recommendations for the directors, and that these are welcome during meeting with proper recognition of the employee, personnel or public by the Chair.

The Chair or any Director may request a recommendation or information from any employee, personnel, or member of the public during a meeting.

District employees, personnel and members of the public shall seek recognition by the Chair through use of the phrase "Point of Information" or "Point of Clarification," and upon recognition of Chair shall have the floor.

Employees, personnel and public are further welcome at any time to contribute knowledge, expertise, ideas, etc., to individual Directors outside of meetings.

In regard to Public Comment at the head of the meeting, the Chair shall simply recognize visitors and invite them to speak.

Public comment may, if desired, be acted upon either at the close of that individual's comment, or tabled to New Business, at motion of any Director.

2. Persons addressing the Chair shall identify themselves.
3. No Motion shall be entertained for adoption which requires additional clarification to be understood or to be later acted upon. If unclear it shall be referred back for rewording, and re-presented.
4. Reports made to the Board for action by the Board shall include, if appropriate, specific *suggestions, urges, or recommendations* for action summarized clearly at the close of the report. In addition to certain recommended actions, this could include a recommendation that the Board do nothing or table the matter until another time; it could also include a referral to a special committee or person for further study or work.
5. All *recommendations* require action by the board. *Suggestions* and *urging* carry advisory weight only, with *urge* being a more pressing term.
6. Any recommendations brought to the floor involving significant financial action shall include review (prior or subsequent) by the CFO, SOM and Bookkeeper for advice and recommendation/suggestion as may be appropriate. This review and the final recommendation for action shall clearly state any financial impact on other projects and plans.

7. Reports may be given orally, written, or a combination of both. More complex or detailed reports and recommendations shall be in written form.
8. Two printed copies of each written report shall go one each to the President and the (Recording) Secretary. Copies of especially detailed or complex reports shall also be presented to each Director, the SOM and the Bookkeeper. An electronic format of the same shall be presented to the (Recording) Secretary.
9. The Board shall annually review and report all actions which have been suggested, urged or recommended in the year previous and report how and when each of the same was acted upon or completed.
10. The (Recording) Secretary shall send electronic or paper copy of each officially approved and physically signed minutes or other official action of the Board to the office of the County Commissioners of Flathead County prior to the next monthly meeting of the Board. Signatures shall be that of the President (or his/her designee) and the (Recording) Secretary. The original signed document and an electronic copy shall also be kept at the District office.
11. Until such time as By-Laws are adopted by the District, *Parliamentary Procedure at a Glance, New Edition*, with *Robert's Rules of Order, Newly Revised*, Scott, Foresman, 1981 as back-up, shall guide and inform the Board and the meetings of the District in matters or questions of proper procedure and protocol.
12. Vivian Allen or her herein named successor shall be Parliamentarian.
13. The public shall always have the right to speak to any action under consideration by the Board. Such comment at meetings shall be superintended by the Chair.

Some pointers to help our meetings go more smoothly.

The goal of our Chairman is to move our meetings along as quickly, efficiently and productively as possible, and there is a lot we can do to help him/her accomplish this.

#### Some Basics

Only one person has the "floor" at a time.

In order to obtain the floor, simply state, "**Mr./Madam President**" (Chair is addressed by their office, otherwise as the Chair), **pause, and wait to be recognized.**

Upon recognition, go ahead. When possible, be prepared ahead. We are a small group, so we want to be flexible, but these are small things that help in a big way.

Try to allow everyone else who wants to speak to do so before speaking again to something on the floor to which you have already spoken.

If you would like to see an action taken up or discussed by the Board, say "**I move...**" and **state exactly what you'd like to see happen or discussed, with a particular end in mind.**

In a small group such as ours a second is not necessary, as the vote will determine that, and we want ideas to be heard.

(There *should* be a second for adjournment. Try to be sure others are ready to adjourn before moving this!)

The president will then restate the motion.

The person who brings a motion to the floor has **first privilege** of speaking to it and the chairman will look at you to see if you wish to do so. You do not have to do this.

Only after a certain action is moved is it discussed. This may seem counterintuitive but it actually cuts out a lot of extraneous and unnecessarily drawn out discussion. It keeps matters very focused.

Therefore, keep discussion confined only to the specifics of the motion under consideration. If there is something else that needs to be addressed separately, bring it up as a separate motion when appropriate—usually but not always, that will be during New Business.

A Motion can be amended if needed ("**I move to amend**" and specific language to be changed, and vote); a motion can also be withdrawn (if you decide you don't like your motion anymore—"**I move to withdraw...**"); or a motion can be substituted by another motion (for example, you wish you had included another thought in your motion that would improve it and upon which there appears to be a consensus—in this case, anyone can move to substitute the clearer or improved motion for the first one "**I move the following substitute motion...**").

For this you would say, "**I move to amend/substitute/withdraw**, the etc." and if amending, give the exact new words to be added or change to be made.